



PLANNING DEPARTMENT
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Development Review Application Worksheet

This worksheet is intended to assist you in determining if a development review application is needed. If a Type I development review is required, this form can be used to complete the application. Not all information requested on this form may be needed for your project. Please discuss your project with Planning Department staff prior to completing this form.

Step 1: Review Type

Exempt from Development Review	Type I Development Review Excludes single-family structures/ accessory structures	Type II Development Review
<input type="checkbox"/> Single-unit detached dwelling or attached structures (new or addition), ADUs, middle housing. <input type="checkbox"/> Residential accessory structures. <input type="checkbox"/> Modifications to interior of existing buildings with no change of use.	<input type="checkbox"/> New development. <input type="checkbox"/> Expansions or modifications to structures. <input type="checkbox"/> Change in primary use (with or without development or expansion). <input type="checkbox"/> Parking area expansion/ modification of 5 or more spaces.	<input type="checkbox"/> New construction in BI Zone >1,000 sq ft. <input type="checkbox"/> New construction in M Zone >1,000 sq ft AND within 120 ft of residential zone. <input type="checkbox"/> New development reviewed against discretionary criteria/standards. <input type="checkbox"/> Large-scale projects/approval criteria not appropriate for Type I review.
<i>Development review not required. Project can proceed to obtaining building permit.</i>	<i>Development review application required. Application can be made by completing a land use application form, along with this form, and submitting development permits for review.</i>	<i>Preapplication conference is required prior to submitting a development review permit. Please discuss the preapplication conference with Planning Department staff.</i>

Step 2: Information for Type I Development Review Application

Site Address: _____

Previous Approval Land Use File #(s): _____

Overall project description:

Description of use(s): List characteristics of uses that are or will be present on-site. Relevant information will vary depending on zoning. Commonly required information includes good/services provided, items manufactured or stored, and number of employees. *M Zone uses: refer to Milwaukie Municipal Code (MMC) 19.309.1. BI Zone uses: refer to MMC 19.310.2-4.*

Floor areas: Floor areas are needed for evaluating parking ratios and M Zone use standards per MMC 19.309.1.

Use	Existing Sq Ft	Proposed Sq Ft	Total Sq Ft

Other information: Provide other information needed for review of the project. Examples: uses that base parking on something other than sq ft, zoning overlays, other existing uses on multitenant sites.

As the authorized applicant I, _____ (print name), attest that all required application materials have been submitted in accordance with City of Milwaukie requirements. I understand that any omission of required items or lack of sufficient detail may constitute grounds for a determination that the application is incomplete per MMC 19.1003.3 and Oregon Revised Statutes 227.178. I understand that review of the application may be delayed if it is deemed incomplete.

Applicant Name/Business

Applicant Signature

____/____/____
Date

THIS SECTION FOR OFFICE USE ONLY:

Date Received (date stamp below): _____ Received by: _____